

TRAVEL SETUP FORM - ENTERPRISE CAR RENTAL
ATTACH CONFERENCE/MEETING BROCHURE

Organization Name: _____
 Contact Person: _____ Last four digits Student ID: _____
 Contact E-mail: _____ Telephone: _____
 Name of Conference/Event: _____

All rental orders must be placed with the Student Activities Office at least 5 days prior to rental pick up. Students are not authorized to place orders directly with Enterprise.

Vehicle Pick-up location: Enterprise - 5623 N. Green Bay Ave, Glendale, WI 53209 - phone 540-7100
 Hours: M - F: 7:30 am - 6:00 pm - Sat: 9:00 am - 12:00 noon - closed Sunday

Students must be conducting official student organization business to be eligible for the contract rate. Volunteers may ride in the rental vehicle if on official student organization business and authorized by Risk Management. Each vehicle should have a minimum of two authorized drivers when two or more students are traveling. If traveling over six hours one way, there should be at least three authorized drivers per vehicle. Vehicles must be returned to the Enterprise office on Green Bay Ave. on the date and time listed - **with a full tank of gas**. Any student renting a vehicle will be held personally responsible for all fuel charges incurred. If the Enterprise office is closed, the vehicle can be dropped off and the keys can be placed in the Enterprise Rent-A-Car drop box at the location.

STATE FUNDS CANNOT BE USED FOR "NO SHOWS" OR LATE CANCELLATION FEES!
STUDENT ORG. OFFICERS WILL BE PERSONALLY RESPONSIBLE FOR THESE FEES IF THEY ARE CHARGED

VEHICLE INFORMATION:

Pick-up Date _____ Time _____
 Return Date _____ Time _____

<u>No. of Cars</u>	<u>Type</u>	<u>\$/Day**</u>	<u>\$/Week**</u>	<u>No. of Days</u>	<u>Est. Cost</u>
		<i>(Weekly Chg is based on 5.5 days)</i>			
_____	Compact (Neon)	33.56	185.42	_____	_____
_____	Standard (Stratus)*	36.56	201.92	_____	_____
_____	Full Size (Impala)*	37.56	207.42	_____	_____
_____	Mini van (Caravan)*	58.56	322.92	_____	_____

****Written justification required as to why this vehicle type is needed (see attached form).***

**Includes the additional \$.56 charge per day being assessed due to Title and Registration Recovery Fee (TRRF).

State contract includes: 24-hr roadside assistance, free pick-up service, vehicle coverage and State minimum liability coverage. Unlimited mileage applies to business travel only.

Budget Amount for Transportation for this trip _____

<u>Attendees</u>	<u>Last 4 digits of Stdnt ID</u>	<u>AuthorizedDriver</u> YES OR NO?
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____
16	_____	_____
17	_____	_____
18	_____	_____
19	_____	_____
20	_____	_____
21	_____	_____
22	_____	_____
23	_____	_____
24	_____	_____
25	_____	_____

Organizations are funded by segregated university fees and these funds cannot be used for academic, personal, political, commercial gain, or other purposes not authorized by UW-System policy.

By signing this form you are committing your funds for the conference/event listed on the previous page.

Officer Signature _____ **Date** _____

Print Officer Name _____

SAO use ONLY—Enterprise Glendale Office (phone 540-7100 & fax 540-7105) - Customer No. WI24005

Name of Enterprise Rep.: _____ Confirmation No. _____

Date called: _____ SAO REP: _____

